

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
ADJUNCT OFFICE HOURS FORM**

Print Form

INSTRUCTIONS:

- 1) Submit this completed form (with a copy of your syllabus attached) to your dean no later than the second week of the assignment.
- 2) It is recommended to retain a signed copy for your records.
- 3) Your syllabus must include the number of office hours which you agree to hold during the semester, including the days, times, and places where the office hours will be held.
- 4) A separate form must be submitted for each school/college discipline where you have an assignment.

NAME _____ **EMPLOYEE ID*** _____
(Last, First) *(10-digit PeopleSoft Employee ID #)*

CAMPUS CITY MESA MIRAMAR **TERM** FALL SPRING **YEAR** _____

DEAN _____ FULL SEMESTER LATE START

ASSIGNMENT/JOB EMPLOYEE RECORD NUMBER _____
(located on Timesheet under Employee ID #)

LIST THE OFFICE HOURS MEETING PLACE(S) AND DAYS/TIME(S) TO BE HELD
(It is the responsibility of the faculty member to find a location to hold the office hours): _____

ENTER TOTAL SEMESTER FTEF (For the Discipline at this College): _____

Semester FTEF:	Maximum Number of Office Hours Per Semester from All Assignments Combined:
.01 to .10	5
.11 to .20	10
.21 to .30	15
.31 to .40	20
.41 to .50	25
.51 to .60	30
.61 to .67	33.5

I agree to provide _____ office hours by the chart above and reflect the schedule of these hours in my syllabus during this semester. A copy of my syllabus is attached indicating the office hour information for my students.

Adjunct Faculty Member's Signature

Date

Please return this form to your school Dean by the dates specified above.

** Employee ID # can be located on your pay advice, by contacting your Campus Business Office, or by contacting the District Payroll Office at 619-388-6582.*

Questions? Contact the AFT Office at 619-640-1155.